

Schoolcraft Community Library Board of Trustees

Meeting Minutes October 26, 2022

Place: SCL Crissman Community Room

Date: October 26, 2022

Time Meeting Called to Order by Library Board President Haas: 6:00 p.m.

Roll Call

Board Members Present

Todd Allgor

Ashley Willis

Priscilla Swiat

Bob Crissman

Nancy Haas

Cindy Harrell

Jennifer Sportel

Board Members Absent: Courtney Bordner, Sandie McGehee

Library Staff Present: Director Ballett

Adoption of Agenda for General Library Board Meeting of October 26, 2022

Discussion and Action Taken: President Haas asked if there were any additions or changes needed to the agenda for the current meeting before agenda adoption. None were made.

Motion: Motion was made by Trustee Swiat to adopt the agenda for October 26, 2022 general board meeting.

Supported: Trustee Sportel

Motion carried: Yes 7. No 0.

Adoption of General Library Board Meeting Minutes of September 28, 2022

Discussion and Action Taken: President Haas asked for any additions or changes to general board meeting minutes of September 28, 2022. None were made.

Motion: Motion was made by Trustee Willis to adopt the general board meeting minutes of September 28, 2022.

Supported: Trustee Allgor.

Motion carried: Yes 7. No 0.

Treasurer's Report

Discussion and Action Taken: Budget is healthy and on track even with revenue low at this time of year.

### Approval of Bills/Payables:

Discussion and Action Taken: Supplies payables appeared to be higher than usual, but due to supplies purchased for summer reading, which is paid through grant money.

Motion: Motion was made by Trustee Swiat to approve the library bills and payables.

Supported: Trustee Haas.

Motion carried: Yes 7. No 0.

### Comments or Requests from the Public, Board Members, or Library Staff

None

### Old Business

#### A. New Village Board Member

Discussion and Action Taken: Trustees Ashely Willis and Nancy Haas will be leaving the board after November 2022. President Haas asked the board if they would like to leave the board with seven members, or replace both Willis and Haas with new members. The board made decision to stay with seven remaining members.

#### B. Woodland Coop Representative

Discussion and Action Taken: Due to Trustee Willis leaving the board, the Woodland Representative position will also be vacant as Ashley held that position. No one was interested in filling the vacancy. Trustee Willis will notify Woodland Coop of the decision.

#### C. Strategic Plan

Discussion and Action Taken: Director Ballett shared an updated Strategic Plan document with board members. The strategic plan with mission/vision statements and goals was presented to the board for approval by President Haas.

Motion: Motion was made to approve SLC Strategic Plan as presented by Trustee Crissman.

Supported: Trustee Sportel.

Motion carried: Yes 7. No 0.

### New Business

#### A. Payroll Budget

Discussion and Action Taken: Adjustment made to the payroll budget to place all staff members at a nine percent increase. The increased payroll budget cushion was increased to \$5,000.00. As retirements and changes in staff positions take place over the next few months, the need to hire a new staff member will be evaluated. Next part of the budget will be presented at the November 16, 2022 board meeting.

## Committee Reports

1. Facilities: Bob Crissman, Nancy Haas, Todd Allgor: Tom will be given assistance with leaves. Bob will take leftover books to the Salvation Army. Thank you Bob.
2. Finance: Nancy Haas, Priscilla Swiat, Sandie McGehee: N/A
3. Personnel: Ashely Willis, Jennifer Sportel, Courtney Bordner: Jennifer Sportel will take the role of Personnel Committee Chairman as Ashley steps down from the board. Thank you Jennifer.
4. Technology Resource Group: N/A

Director's Report: Director shared information regarding the SCL Bake and Book Sale, which was a modest fund raiser, but able to sell many books at an inexpensive price. Director Ballett praised and thanked the library staff for coming together to fill-in extra assistance as Cyndie is caring for her husband during his recovery process. Thank you wonderful staff. November will be the last board meeting for Nancy Haas and Ashley Willis, who will be greatly missed. The board will have a diaper shower for the Willis family at the November board meeting.

Adjournment Time: 6:31

Discussion and Action Taken: There was no further business to be considered, a motion to adjourn the meeting would be accepted.

Motion: Motion was made by Trustee Swiat to adjourn the meeting.

Supported: Trustee Sportel.

Motion carried: Yes 7. No 0.

Recorded and transcribed by Cindy Harrell.

Next General Library Board Meeting: November 16, 6:00 p.m., SCL, Crissman Community Room